

Admissions Policy

Policy number	RTOPO04	Version	1.1
Drafted by	Sally Wynd	Approved by Board on	28/3/2018
Responsible person	Service Manager	Scheduled review date	19/1/2024

Responsibilities

1. The Service Manager of Eagles RAPS Inc. is responsible for the implementation of this procedure.
2. The Service Manager of Eagles RAPS Inc. is responsible for reviewing this procedure as and when the need arises.
3. The Service Manager is responsible for ensuring that this procedure is adhered to.

Purpose

Eagles RAPS Inc. is committed to ensuring that its admissions policies are fair, equitable, ethical and transparent and that the students are well-equipped and prepared to study.

Policy

Admission requirements focus on merit and need for an educational setting for young people who cannot attend mainstream school for various reasons.

1. The informal learning that the young people will participate in, is as important as the formal learning;
2. Flexible learning is important to ensure that the young people are able to address issues and barriers to their education;
3. Relevant, previous education will be considered in the student's application;
4. Applicants are admitted by fair, timely, and transparent procedures, on the basis of clearly defined, consistent and equitable processes;
5. The RTO reserves the right to refuse enrolment to any applicant on the basis of the individual's inability to meet academic and/or financial requirements;
6. Once admitted, it is the student's responsibility to make themselves aware of the organisations policies and procedures which must be made available to them by the RTO.

Students may be admitted through the normal tertiary process of direct application.

Qualification Level Requirements

Applicants are required to meet the following entry requirements for Australian Qualifications Framework level qualifications.

Certificate I

- There are no entry requirements

Certificate II

- There are no entry requirements

Certificate III

The applicant should:

- Provide evidence of having completed Year 10 or its equivalent; OR
- Show capability to be successful in the course.

For more information, see the Language, Literacy and Numeracy Policy.

Other Entry Requirements

In addition to the entry requirements above, applicants must meet the following requirements:

- All applicants must provide a Unique Student Identifier (USI) upon successful enrolment. As an RTO we will not be able to provide any formal document such as an Academic Record or Testamur, or a Statement of Attainment, when completed, until the student has provided a USI. Details on how to obtain a USI will be available to you upon enrolment. See the USI Identifier Policy;
- All applicants must attend an admissions interview before the enrolment application is accepted;
- Prospective students under the age of 18 must have their paperwork witnessed and approved by a parent or guardian;
- In the admissions process, it may be decided that an applicant is not potentially equipped for successful study because they do not meet all of the Admissions Requirements.

Refusal and Exclusion

Eagles RAPS Inc. reserves the right to refuse admission of an applicant based on the following criteria:

- The applicant demonstrates behaviours that contravene the Student Code of Conduct;
- The applicant does not meet the minimum entry requirements and is not prepared to take the advice of the RTO to gain additional knowledge prior to commencing study;
- Serious personal, financial or health issues that will be a major barrier to the student participating in the required classes or assessment tasks.

Applicants who are refused or excluded may be referred to another educational institution.

Applicants who have met the admission requirements but have previously been excluded from Eagles RAPS Inc. must be able to demonstrate that there is an improved likelihood of their successful participation in the course.

Complaints Policy

Applicants who have been refused or excluded and wish to appeal the decision can lodge an appeal in accordance with the Complaints Policy.

Provisional Admission or Enrolment

Applicants may be admitted to a course on a provisional basis if:

- They have a record of Not Yet Competent either at Eagles RAPS Inc. or another educational institution;
- They are seeking Advanced Standing/Credit Transfer in a specific course and therefore undertake the assessment process relating to this.

Study Load

Students may apply to study full-time or part-time. When making a decision on an application to vary a study load the RTO may consider:

- Maximum course duration;
- Currency of competency;
- Course specific requirements;
- Regulatory requirements.

A part time study load should be at least 50% of a full-time load.

At times the RTO may need to set rules for courses that fall outside of the standard course enrolment requirements. At these times, the rules should be documented and given to all students.

Course Quotas

Eagles RAPS reserves the right to impose intake quotas on any course, or cancel a course if insufficient students are enrolled. See the Course and Subject Viability Policy

Fee Payment

Students who do not pay fees as required will have their enrolment suspended and reviewed by the Service Manager:

- Students must pay all enrolment fees by the intake date;
- Students enrolling in all qualifications are liable for the full fees post census date. Refer to the Fees Policy;
- Students on a payment plan approved by Eagles RAPS Inc. must meet all the agreed payment deadlines.

Special Circumstances

Should a student be unable to pay their fees they may be eligible for Special Circumstances which may include:

- Medical reasons;
- Family/personal reasons;
- Employment related reasons;
- RTO related reasons.

See the Special Circumstances Policy

Re-enrolment and Pre-requisites

The RTO will provide all information required for a student to ensure they maintain course enrolment, including how to re-enrol in another teaching period.

For entry into courses with pre-requisite requirements, the pre-requisite must be from the current training package or the one immediately preceding it and must have been awarded within the past 3 years. If the award is more than 3 years old but the course is still current, then the student must demonstrate currency of competency.

Course Duration

Students must complete their course within a given timeframe, however, they may apply for an extension of time. These requests will be considered by the Service Manager and/or the Coordinator who will consider:

- Availability of courses/units of study;
- How the student will undertake and complete the course with a reasonable chance of success;
- Compassionate or compelling circumstances;
- Regulatory requirements.

Admission Standards

Admission standards will be monitored on an annual basis, and adjustments will be made where required.

AUTHORISATION

SIGNED: Marten Wynd, President/Public Officer



DATE: 27 March 2018

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Purpose

This procedure is designed to give clear and concise directions on admission and enrolment to staff and students at Eagles RAPS Inc. The Services Manager should be contacted if there is a perceived need for a variation of the processes outlined.

Open Access

Students may apply for enrolment into all courses by contacting the Coordinator or the Service Manager. To be accepted into the course they should meet the criteria outlined in the Admissions Policy. An offer of admission can only be made by the Coordinator or the Service Manager.

Procedure

- Eagles RAPS Inc. accepts applications in hard copy only;
- A preliminary interview is held with the applicant and where possible and necessary, a parent or carer;
- At interview stage it is up to the interviewer to determine if entry requirements for the course are met; assist with course and subject selection and study load; provide information about the course structure and progression; provide information on resources available to the student; familiarise the student with the premises; advise fees and payment methods and provide policies, timetables, procedures and handbook to the student;
- Applicants will be assessed for Language, Literacy and Numeracy, and may be required to complete further formal or informal studies before commencing the course of their choice.
- To proceed with enrolment applicants must complete and sign the application form and any included declarations.
- After completion of the interview, the applicant's enrolment details are entered into the Student Management System.

Ineligible Applicants

Where possible, applicants who do not meet the entry requirements will be offered an alternative option, either at Eagles RAPS Inc. or at another provider.

- They may be offered entry into a Vocational course that does not have pre-requisites or a bridging course provided by Eagles RAPS Inc. provided at no cost prior to enrolment in their chosen course.
- Applicants who do not hold a secondary school certificate may be required to supply evidence of level achieved at secondary school or alternative education or qualifications.
- Young people under the age of 17 must not be attending school and DET approval must be sought before the young person enrolls.

RPL or Credit Assessment

- Applicants requiring credit or RPL assessment are to be given the appropriate application pack and guidelines for gathering evidence for assessment.
- Applicants must attend an interview with the Service Manager to determine eligibility and commence the advanced standing assessment process.
- Applicants will be advised of all costs associated with the assessment process at the interview.

Refer to the Educational Pathways Policy and Recognition of Prior Learning Policy.

Course Viability

Eagles RAPS Inc. reserves the right to withdraw course offerings at any time during the Admissions process or not offer a course depending on student numbers. Refer to the Course and Training Viability Policy.

Related Documents

- Educational Pathways Policy
- Recognition of Prior Learning (RPL) Policy
- Course and Training Viability Policy
- RPL Application Kit

AUTHORISATION

SIGNED: Marten Wynd, President/Public Officer 

DATE: 27 March 2018

Revision History

Revision	Date	Description of Modifications
1	19/10/22	Change Education Programs Manager to Coordinator. Small typos
2		
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